HOST CERTIFICATION

Your signature below certifies that ISEC/FV&A program requirements and LANL security controls will be in effect during the visit/assignment by **Visitor's Name, Dates, Citizenship**. As technical host for this individual, you are responsible for the following:

1)   Ensuring that your foreign guest is briefed on areas that have been approved for access and any site-specific ES&H or Security guidance;
2)   Monitoring your foreign guest's activities and movements while on LANL/DOE property – DOE defines "monitor" as being aware of the individual's access and whereabouts and the ability to contact that individual within a short amount of time;
3)   Submitting the appropriate request documents and obtaining a LANL site-specific badge for your guest;
4)   Understanding that approval is confined to the technical areas of the laboratory and scope of work proposed;
5)   No classified, unclassified/sensitive, or unauthorized disclosure of proprietary of CRADA information will be revealed to your guest;
6)   Obtaining additional approval for technical areas or exploration of topics not covered by the approval;
7)   Briefing LANL staff who will be working with or near your foreign guest on areas approved and scope of technical issues approved for discussion;
8)   Obtaining guidance on export control issues associated with foreign visitors – see the BUS-6 1998 Refresher Briefing @ bus.lanl.gov/bus6/export-training/info01.htm Transferring Technology to a Foreign Country or a Foreign National in the United States;
9)   Notifying ISEC/CI @ 5-6090 in the event your foreign guest displays unusual behavior, i.e., requests to access or copy manuals, spends significantly more time copying or faxing than seems necessary, requests access to software, source codes etc., or other information sources that are not necessary for performance of his/her work;
10) Notifying ISEC/FV&A should you need to relinquish your host responsibilities and transfer them to another LANL host; and
11) Tracking the visitor's approval period and obtaining a renewal and new badge if renewal is approved.

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Host Name   Organization & Mail Stop   Phone #

                                                                                 Date:
_____
Division Leader's Name, Division Leader, Division Name